

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-015A**

**Accounting Technician  
80479000 FC: 150011  
GS-0525-07  
\$37,185 - \$48,341 pa**

**ANNOUNCEMENT DATE:  
CLOSING DATE:**

**22 January 2005  
8 March 2005**

**SELECTING OFFICIAL: Budget Officer**

**APPOINTMENT FEATURES: Excepted Service  
Enlisted Grade**

**POSITION LOCATION: 163<sup>rd</sup> Refueling Wing – March ARB, CA**

This position is located in an Air National Guard (ANG) Flying Wing, Financial Management Branch. Its purpose is to perform the full range of responsibilities associated with recording commitments, obligations, reimbursements, refunds and disbursements for commercial services, accounts control, and travel in various computerized accounting systems.

**1. AREA OF CONSIDERATION: Nationwide.** All applications will be accepted; however, first consideration will be given to current permanent technicians and military members of the California Air National Guard.

**2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

**3. MILITARY GRADE AVAILABLE: ENLISTED GRADE THROUGH E-6. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-6 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

**NOTICE:** All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

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**4. QUALIFICATION REQUIREMENTS:**

a. **General:** Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

b. **Specialized:** Must have 12 months specialized experience in analyzing, classifying, and obligating commitment and obligation documents; reviewing data for validity and expenditure limitation; experience which required applicants to verify the accuracy of codes, amounts, or similar data in numeric form against related documents, e.g., balancing, reconciling and adjusting accounts; any experience which required reconciling subsidiary accounts with general ledger control accounts for receivables, payables, inventory and property accounts; experience which required the candidate to obligate documents containing extensive subdivision of allotments and a number of accounts which are interrelated; experience which required the candidate to analyze accounting data, financial inventory accounts, and maintaining, reconciling accounts; experience which demonstrated the candidates ability to interpret and apply regulations, directives and guidelines; experience which required the candidate to enter, delete and retrieve data into computers, e.g., word processor, IBM, Burroughs, etc.; and any experience which included planning, organizing and coordinating work.

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

c. **Substitution of Education for Specialized Experience:** High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours or the equivalent) for 12 months of the required experience. Each 30 semester hours credited must have included at least six semester hours in courses which are directly related to the type of work of the position.

**TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED**

**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Knowledge of accounting methods, forms and techniques.
- b. Skill in arithmetic computation, applying formulas or conversion tables.
- c. Knowledge of general ledger and subsidiary accounts.
- d. Ability to analyze the interrelationship of accounts affected by varied transactions.
- e. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
- f. Ability to interpret and apply a variety of accounting regulations and guidelines.
- g. Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.
- i. Ability to plan, organize and coordinate work.

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SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN AFSC 6F0X1.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE- APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.